

**BUILDING OFFICIAL CERTIFICATION COMMITTEE'S - ATTACHMENT C**  
**Building Code Enforcement Official - Training Report Discrepancy Form**

Please print clearly or type requested information.

\_\_\_\_\_  
Last Name First Name BO ID Number

\_\_\_\_\_  
Mailing Address Email

\_\_\_\_\_  
City/Town State Zip Code

\_\_\_\_\_  
( ) Telephone Municipality

Please indicate in the area below, any approved training which you feel was omitted from your report. Please provide date, name of association, district number or BBRS course name and number of contact hours assigned to course. We will research our records and correct your training report if credit was not given due to an oversight in the data entry process. You will be contacted if additional information is required to correct your training report.

In order to expedite the correction, please provide proof of attendance (certificate, sign in sheet, etc.) you may have received for previously approved course(s) entered below.

Please Print or Type Clearly:

COURSE NAME / NAME OF ASSOCIATION

DATE OF SEMINAR / TRAINING

Information filled in above must have been previously approved. Please refer to the "Building Official Certification Committee's Policy for Maintenance of Certification Status" for the procedure to apply for credit for a course of instruction.

Please fax to 617-248-0813 or email this form and any attachments to: [Kimberly.spencer@mass.gov](mailto:Kimberly.spencer@mass.gov) or mail to: Office of Public Safety, Attn: Kimberly Spencer, 1000 Washington Street – Suite 710, Boston, MA 02118